



# CITY OF HOUSTON

## Job Posting

Applications accepted from:	ALL PERSON INTERESTED
Job Classification	AIRPORT OPERATIONS SPECIALIST - Cargo
Posting Number	PN# 102355
Department	Houston Airport System
Division	Bush Intercontinental Airport
Section	Operations
Reporting Location	4500 Will Clayton Parkway *
Workdays & Hours	Shift work, including rotation, weekends and holidays *
	*Subject to change

### DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Under direction, assists in the cargo operations and safety function. Inspects cargo aircraft operating areas (AOA). Coordinates construction, repairs and preventative maintenance in the AOA. Interacts with the control tower concerning emergencies or unsafe conditions. Prepares oral and written reports utilizing various computer systems including Universal Weather, ARINC, Stratus, FIDS, and LAN. Monitors deviations from federal, state, and airport operation rules and regulations. Interacts with tenants concerning leases and compliance with airport standards.

### WORKING CONDITIONS

Performing these duties will involve: walking long distances and standing for extended periods; making visual observations and differentiating details; attending to details amid distractions; operating City vehicles; dealing with people in tense situations; speaking and writing effectively, observing and differentiating details; adjusting to critical and demanding work; being exposed to inclement weather conditions, aircraft noise and pollution; and working as a member of the team. May be required to lift up to forty (40) pounds. May be exposed to short periods of extreme stress. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

### MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Aviation Management, Airway Science, Criminal Justice, Business Administration, Public Administration or a related field.

### MINIMUM EXPERIENCE REQUIREMENTS

Six (6) months of experience in airport operations, airport security or airport safety is required. Directly related professional experience in airport operations/security may be substitute for education on a year-for-year basis.

### MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

### PREFERENCES

Airport Cargo Operations experience preferred. Knowledge of the principles/procedures involved in the monitoring of airport operations, airline operations, and FAA rules and regulations. Ability to diplomatically communicate with all levels of airport tenants, vendors, co-workers, and the public. Personal Computer experience using Microsoft XP.

### SELECTION/SKILLS TEST REQUIRED Application review and/or interview.

### SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

### SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 17	
\$1,169.00 - \$1,345.00 Biweekly	\$30,394.00 - \$34,970.00 Annually

### OPENING DATE JANUARY 12, 2005

### CLOSING DATE OPEN UNTIL FILLED

### APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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